

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF LOUISIANA**

OFFICE OF THE CLERK

**VACANCY ANNOUNCEMENT
*Deputy-in-Charge - Divisional Office***

SALARY RANGE: CL 28 (\$40,093 - \$65,207), depending on experience

LOCATION: Opelousas, Louisiana

The United States Bankruptcy Court, for the Western District of Louisiana, is currently accepting applications for a Deputy-in-Charge, in our divisional office, in Opelousas, Louisiana. The incumbent of this position performs a full range of high level functional duties as well as supervisory duties. The Deputy-in-Charge is administratively and technically responsible for work accomplished by overseeing the employees in a divisional office. As part of the management team, the Deputy-in-Charge reports directly to the Clerk and Chief Deputy and works closely with the administrative management staff, at the headquarters office, to develop short and long-range improvement plans for the court including the development, implementation, and refining of office policies, procedures, and programs. This position will supervise a staff of at least 10 deputy clerks.

Position Overview: The Deputy-in-Charge performs duties and carries responsibilities such as the following:

1. Performs all duties and responsibilities required of a supervisor for the personnel of the divisional office. Oversees the training and development of employees. Administers personnel matters, and deals effectively with employees. Evaluates employees performances. Recommends personnel actions such as selections, promotions, reassignments, disciplinary actions, and separations. Interviews candidates for position openings. Participates in grievances and adverse action procedures. Plans, coordinates and schedules work operations.
2. Administrative maintenance of the division (e.g. telephone, space and procurement). Determines material, equipment, and facilities necessary to accomplish the work.
3. Makes decisions on controversial work problems presented by subordinates.
4. Directs the staff to assure that time and performance quality schedules are met.
5. Communicates the policies, procedures, and objectives of management to employees to enhance the overall capability/productivity of the total organization. Deals effectively with

employees concerning their suggestions, complaints, grievances, and other employee related matters.

6. Assures equity among subordinate employees in terms of performance standards, rating techniques of employees and work performed.
7. Has significant responsibilities in dealing with other units within and outside the court system.
8. Assists in compliance with federal and local rules, as well as special procedures peculiar to the court.
9. Assists or directly works with financial matters, including basic accounting and reporting.
10. Prepares statistical reports for the divisional office.
11. Performs case administration duties, as needed

Qualifications: To qualify for the position of Deputy-in-Charge, a person must be a high school graduate or equivalent and must have at least three years of specialized experience. Specialized experience consists of progressively responsible experience in administrative, technical supervisory, managerial, or professional work, which provides an opportunity to acquire: (a) skill in dealing with others in a person-to-person work relationship, (b) the ability to exercise mature judgment, and (c) a thorough knowledge of the basic concepts, principles, policies, and theories of management. Also must be available for overnight travel.

Desired Qualifications:

1. Knowledge of the U.S. Bankruptcy Court is highly preferred.
2. A degree in law; public, court or business administration.
3. Ability to assume and delegate responsibility.
4. Ability to work effectively with judges and chambers staff.
5. Ability to manage and work with staff, management, the public and the bar.
6. Ability to communicate clearly, both verbally and in writing.
7. Knowledge and ability to organize, oversee and complete projects.
8. Knowledge of legal terminology and processes.

9. Working knowledge of budget and financial matters.
10. Experience in office automation, including automated case management systems and general knowledge of the technical aspects of data processing, office automation and data communications and their applications, terminology and methodology.

Information for Applicants:

Interested applicants should send a completed Application for Judicial Branch Federal Employment , AO 78, to the following address:

**U.S. Bankruptcy Court
ATTN: PERSONNEL
300 Fannin St., Suite 2201
Shreveport, LA 71101**

To obtain an application form, please send a self-addressed stamped envelope to the address listed above. To ensure consideration, applications must be received at the above address no later than **SEPTEMBER 1, 2000**. Position will remain open until filled.

All applications will be reviewed to identify the best qualified candidates. The court will only communicate with those individuals invited for a personal interview. The successful candidate for this position is subject to a full background records check and a mandatory electronic direct deposit of salary payment. Interview and/or relocation expenses will not be provided. The U.S. Bankruptcy Court is an Equal Opportunity Employer.

Federal Benefits:

Employees of the U.S. Bankruptcy Court are “excepted” appointments and considered “at will”. All employees work at the pleasure of the court. Although not included in the government’s Civil Service classification, U.S. Bankruptcy Court personnel are entitled to benefits similar to that of other federal employees.

Federal benefits include:

- * 10 paid holidays per year**
- * 13 days paid vacation (for the 1st three years of federal service)**
- * 20 days paid vacation (after three years of federal service)**
- * 26 days paid vacation (after fifteen years of federal service)**
- * Paid sick leave (13 days per year, unlimited accumulation)**
- * Subsidized medical coverage with employee premiums paid from pre-tax salary**
- * Flexible Benefits Program (Pre-Tax Flexible Spending Plan)**
- * Eligibility for Long-Term Disability Plan Group Rate**

*** Subsidized Life Insurance Options**

*** Long-Term Care**

*** Retirement**

*** Thrift Savings Plan**